

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Asphalt Plant Operator II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Operates and maintains the City's asphalt plant. Designs, mixes and performs various tests on asphalt blends. Performs major and minor repairs and maintenance on the plant and street and building construction equipment. Ensures that the plant is operated in accordance with all Federal and State laws.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Monitors the operation and maintenance of the asphalt plant and construction equipment by determining the proper quantities of materials needed to produce asphalt, adjusting controls to regulate the flow of materials, maintaining the speed of systems, ensuring the plant is operating at the proper temperature, ensuring that the plant is operating in accordance with the law, performing repairs on compressors, motors, belts, and performing preventative maintenance such as greasing and corrosion control, assisting the yard crew with the repair of heavy construction equipment, portable equipment, and vehicles.
2	L	Supervises the loading of asphalt and AC 20 onto trucks and trailers by ensuring the spill prevention is in place during off loading, monitoring inventory and ordering AC 20, signing for receipt of goods, and loading asphalt from the silo to the kettle with a remote system.
3	L	Confirms that asphalt is mixed according to state specifications by performing daily tests in the lab and screening materials to ensure the proper ratio of materials.
4	S	Maintains records on asphalt tests and equipment repairs by preparing spreadsheets and reports to track the amount of asphalt produced.
5	M	Provides emergency weather assistance by removing snow and storm debris.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years experience.
Certifications and Other Requirements	Valid Driver's License, Asphalt Plant Operations Certification
Reading	Work requires the ability to read technical manuals, chemical compositions and City policy.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. Comprehension of basic percentages to calculate quantities of materials used to make asphalt.
Writing	Work requires the ability to write daily and monthly reports and records.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Jobsite, ladders, while repairing, replacing or conducting general maintenance
Sitting	O	Asphalt control tower, supervision, office work, computer
Walking	F	Within yard and asphalt plant, inter-office
Lifting	F	Portable equipment, parts for repair or replacement, office supplies
Carrying	F	Portable equipment, parts for repair or replacement, office supplies
Pushing/Pulling	F	While working with parts for repair or replacement
Reaching	F	While working with parts for repair or replacement
Handling	F	Portable equipment, parts for repair or replacement, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing, asphalt control tower equipment
Kneeling	O	While working with parts for repair or replacement, general maintenance work
Crouching	O	While working with parts for repair or replacement, general maintenance work
Crawling	O	While working with parts for repair or replacement, general maintenance work
Bending	F	While working with parts for repair or replacement, general maintenance work
Twisting	O	While working with parts for repair or replacement, general maintenance work
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	Computer, desk work, reading, writing, use of controls, general maintenance or repair or replacement of equipment
Hearing	C	Co-workers, staff, meetings, use of radio, truck sounds
Talking	C	Co-workers, staff, meetings, use of radio
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, copy machine, fax machine, telephone, calculator, various hand tools, motor vehicle,
Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	X
Chemical Hazards	D	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	D	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2) Asphalt plant

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, ear plugs/protection, eye protection, work boots, gloves

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)